



# HILL COUNTRY BIBLE CHURCH

## JOB DESCRIPTION

## Child Care Worker

**Job Classification: Non-Exempt; Temporary**

**September 1, 2018**

### **OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:**

1. Quality childcare for families
2. Shepherd and minister to children
3. Connect with children and families

### **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

1. Perform opening and closing procedures based on classroom
2. Interact and actively engage with children
3. Supervise children on playgrounds and in bathrooms
4. Change diapers/pull-ups
5. Read curriculum and prep craft
6. Direct classroom management, transition times, and discipline
7. Keep classroom supplies organized and stocked
8. Pray for ministry, specifically the children in your class
9. Communicate with Team Leaders and parents
10. Know and maintain the Child Care Policies & Procedures and the HCBC Safety & Security Policies

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Use PCO (Planning Center Online) for scheduling
2. Arrive on time for scheduled events
3. Wear Childcare t-shirt and name tag/lanyard
4. Check in/out – (ADP Time Clock, Time Sheet, etc.)
5. Create account on ADP and keep personal information up-to-date
6. Attend New Caregiver Training and yearly Child Care training meetings
7. Be available for Holiday and Large Events
8. Be a team player who can work with people with different personalities

### **PHYSICAL REQUIREMENTS:**

1. Ability to lift 40 lbs.
2. Physical capability to work any shift/any classroom without restrictions

### **CULTURE AND CLIMATE:**

1. Position reports to Team Leader/Child Care Coordinator as part of the Child Care Ministry
2. Practice the principle of Biblical conflict resolution and restoration (Mt. 18:15-20)
3. Staff culture is goal-oriented, collaborative, with accountability
4. Core Values of passion, integrity and incarnational living

I understand and agree to the terms and conditions of employment as described in this Job Description. I understand and acknowledge that any employment relationship with Hill Country Bible Church Austin is “at will” which means that I may resign at any time and Hill Country Bible Church Austin may end the employment relationship at any time with or without cause. I also acknowledge that I can perform the stated physical requirements above.

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Employee's Signature

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Date